This document will demonstrate how to share your microphone and your camera in a BigBlueButton meeting. Mozilla Firefox and Google Chrome are the recommended browsers for the highest quality audio. If you plan on sharing your screen, Google Chrome is not recommended. For more information please visit www.luc.edu/itrs.

Note: Be sure to connect your microphone and camera to your computer before opening the BigBlueButton meeting.

**Share your Microphone**

**When accessing the meeting using Mozilla Firefox:**

1. When entering a meeting, you will be asked, “How do you want to join the audio?” Select Microphone.

2. Use the dropdown arrow under **Microphone to share** to select your microphone.

3. Click **Share Selected Device**.

![Select your device.](image)
When accessing a meeting using Google Chrome:

1. When entering a meeting, you will be asked, “How do you want to join the audio?” Select Microphone.

2. At the top left-hand side of the screen you will prompted to allow BigBlueButton access to your microphone. Click Allow.

Microphone Icon

If you do not share your microphone upon entering the meeting room, you can click the microphone icon to share your microphone. Additionally, you can click the microphone icon to stop sharing your microphone. The icon is in the upper left-hand corner of the page.

Conduct an Audio Test

After selecting to share your microphone the Audio Test will automatically begin.

1. Say a few words into the microphone. If you can hear yourself, click Yes.
2. If cannot hear yourself in your headset, click No. You will be redirected to adjust your audio. From this screen, you can select a different microphone, adjust the volume on your microphone, and test your speakers.

3. You will be brought back to the original audio test screen. If you can now hear yourself in your headset click Yes. If you cannot, please see below to check your microphone connection.

**Check your Microphone Connection**

**Windows:**

1. Right-click on the speaker icon in the lower right-hand corner of the screen.
2. Select **Recording Devices**.
BigBlueButton Pilot: Connect to a Meeting

3. The display will show all your microphones. If you test speaking, the green bars should move as you talk. If the bars do not move your microphone may be muted or may not be working properly.
4. If the bars are faint, select the microphone and click **Properties**.
5. Select the **Levels** tab.
6. Adjust the microphone levels and click **OK**.
7. From the recording devices screen, click **OK**.

**MAC OS X:**
1. Open **System Preferences**.
2. Select the **Sound** icon.
3. Select a microphone and test you input levels. The blue bars should move as you speak. Use the slider to adjust the input volume.

**Share your Webcam**
1. Click the **Webcam** icon at the top of the screen.

2. Select **Allow**.

3. A preview of your image will appear. Adjust the image by clicking **Change Webcam Settings** or change the dimensions of the image, if desired.
4. Click **Start Sharing**.
5. Your image will now appear in the webcam window.